

Interagency Committee of State Employed Women (ICSEW)
Committee Policies and Procedures

3.03 The *InterAct* Newsletter

Date of Original Issue: 7/13/2004

Date Modified: 6/13/2006

PURPOSE

This policy provides direction to the Communications Committee Chair on procedures related to the *InterAct* newsletter.

INTENT

The intent of this policy is to provide clear instructions to the Communications Committee Chair and the ICSEW General Membership on article submittal, publication of the *InterAct* newsletter, frequency, and resources/references.

SCOPE

This policy applies to the Communications Committee Chair and the ICSEW General Membership.

POLICY

The *InterAct* newsletter policies and procedures shall meet the following criteria:

- The *InterAct* newsletter shall be published every odd-numbered month.
- The Communications Committee Chair shall notify the ICSEW General Membership of upcoming deadlines and how to submit articles.
- The Communications Committee Chair will send two hard copies of the *InterAct* newsletter to the State Library.

Articles submitted to the *InterAct* newsletter shall provide relevant information to Washington State employees and be submitted before or on the deadline date. Content is subject to approval by the Communications Committee Chair.

PROCEDURE

Article Submittal

The Communications Committee Chair is responsible for delegating articles to the Communications Committee members as well as commissioning articles from the Executive Board. This is typically done during committee breakout sessions

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at the ICSEW General Membership meetings. Once articles have been assigned, an e-mail is sent to the ICSEW Listserv© notifying members of the upcoming deadline and encouraging members to submit additional articles.

Publishing

The *InterAct* newsletter is published bimonthly. The Communications Committee Chair will compile articles into a template set up in QuarkXPress 5.0. The template will then be saved with the current issue's title (for example, May-June 2004 *InterAct*).

At least 3 days prior to the publication deadline, the Communications Committee Chair will e-mail the draft issue to the ICSEW Executive Board, Communications Committee, and any other interested members for editing. All edits will be taken into consideration; however, the Communications Committee Chair has final say.

Once the edits are completed the issue is converted from a QuarkXPress 5.0 document to a PDF document and forwarded to the ICSEW Web Developers to post on the ICSEW Web site. The Communications Committee Chair will e-mail a link to the newsletter to the ICSEW Listserv©.

The Communications Committee Chair will print two hard copies of the newsletter and mail them to the Washington State Library at mailstop 42460.

RELEVANT LAW AND OTHER RESOURCES

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PO Box 42460
Olympia, Washington 98504-2460
phone: 360-704-5276
e-mail: swillis@secstate.wa.gov

Board Approved:

Committee Approved:

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The Communications Committee Chair will sign the A19 invoice, which indicates agreement with the charges. The A19 invoice and invoice from the *FTE News Magazine* will be submitted by campus mail to the ICSEW Treasurer for recording and final approval.

A copy of the A19 invoice and the invoice from the *FTE News Magazine* will be kept in the Communications Committee notebook (passed on from past chair to current chair). The Communications Committee Chair will write the date invoices were campus mailed to the ICSEW Treasurer at the top of the copied A19 invoice.

RELEVANT LAW AND OTHER RESOURCES

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6/24/2004